

## House Budget Committee Presentation Work Group Tasks and Timeline

### Work Group Tasks:

1. Discuss and brainstorm what needs to be addressed in your section of the presentation.
2. Appoint a chair for your work group. The chair will coordinate putting together your portion of the presentation. Chairs can ask for assistance from other IPC members.
3. Put together your work group's portion of the presentation. Much of this work will need to be completed outside of today's meeting. Concrete examples are strongly encouraged. Marianne will send to each of the group chairs a PowerPoint template to be used for presentation slides. That way, we won't have to reformat the presentation pieces.

### Work Group Timeline:

1. Group chairs should have their group's portion of the presentation completed by November 7. Group chairs should send their presentation materials (including PowerPoint slides and any handouts) to Marianne Mills ([millsm@mail.oa.state.mo.us](mailto:millsm@mail.oa.state.mo.us)) by **November 7 at the latest**.
2. Marianne will merge the pieces into one presentation and send out the presentation materials to all IPC members on November 10.
3. Comments on the presentation materials are due back from IPC members to Marianne by November 17. Marianne will forward comments to the group chairs.
4. Group chairs are to send final presentation materials to Marianne Mills by November 24. Marianne will merge the edited pieces into one presentation.